

Report for Week Ending 25 April 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

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General Information

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1. Forms Authorized for Field Use [REDACTED] - Work is steadily progressing on the list of forms being reviewed for authorized use overseas. In this connection, requisitions for forms requested by [REDACTED] 25X1A6b are being reviewed. On one requisition for 233 forms all but 10 forms have been reviewed. On another, shorter, requisition involving 20 forms informal coordination with the Office of Security resulted in complete clearance. This entire project was discussed with Mr. [REDACTED] of the Office of Security. Further discussions are scheduled with Mr. [REDACTED] of SSA/DD/S on this matter. 25X1A9a

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2. Director's Press Clippings File [REDACTED] - The new "Secretary", Thermo-Fax Copying Machine has been received and installed. Favorable results were finally obtained by using "Bates Stamp Pad Ink-Black" to obtain a clear and legible rubber stamp image by the "Thermo-Fax Copy Machine. However, tests are still being made to find a satisfactory ball-point pen or pencil. 25X1A9a

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3. Employee Suggestions [REDACTED] - Conference was held 19 April 25X1A9a between [REDACTED] ARO, her assistant, Mr. [REDACTED], and [REDACTED] 25X1A9a of the Office of Communications, and Mr. [REDACTED] 25X1A9a of this Branch regarding Employee Suggestion No. 970. This suggestion involved the proposal for a 12 part mail control form. Since the idea incorporated in this suggestion had a prior practical application in the Office of Communications it was informally agreed to disallow this suggestion.

Pending Projects

DD/P

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1. Revision of Specifications on File Index Card, Form No. 670 - [REDACTED] - The procurement of approximately 2,000,000 sets of this form involving \$33,000 has been temporarily held up pending further developments on the apparently

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uncrystallized requirements of [REDACTED]. Further discussions on this subject cannot be undertaken until Mr. [REDACTED] of [REDACTED] is available which will be on or after 30 April.

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Pending ProjectsDD/S Area

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25X1A9a 1. Revision of Personal History Statement, Form 444 - [REDACTED]
Information received from [REDACTED] of the Office of Personnel indicates that coordination of the proposed revision of this form has finally cleared the Office of Security with very minor suggested changes. Since the Office of Security, with the Office of Personnel, is an office of primary interest on this form, it is hoped this clearance will be instrumental in permitting the early printing of this form.

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	6	6	8	-	20
Revision	2	5	10	-	17
Reprint	-	-	-	11	11
TOTAL	<u>8</u>	<u>11</u>	<u>18</u>	<u>11</u>	<u>48</u>

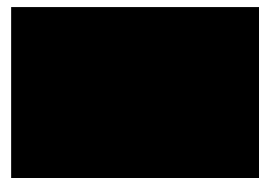
COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	-	-	6	-	6	14,800
Revision	1	-	7	8	16	283,000
Reprint	5	4	7	28	44	1,386,300
Total	<u>6</u>	<u>4</u>	<u>20</u>	<u>36</u>	<u>66</u>	<u>1,684,100</u>

Obsolete 1
Redesignated 4

Backlog of 6.4 weeks.

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